



We're looking for a **Senior Personal Lines Product Analyst in Raleigh, NC**

Organization Information: **North Carolina Rate Bureau (NCRB)** a non-profit, unincorporated rating bureau providing services and programs for the insurance industry in North Carolina through the promulgation of rates, forms, and rules for automobile, property and workers compensation lines of insurance. The NCRB is responsible for proposing and filing rates on behalf of member insurers generating over \$12 billion in premiums. The NCRB is responsible for administering the North Carolina Workers Compensation Assigned Risk Plan with approximately 27,000 North Carolina employers.

The Position: We're looking for a Senior P & C Personal Lines Product Analyst to join Rate Bureau personal lines team. This position works as part of an experienced team of industry professionals including internal staff, insurance carriers, regulators, legal counsel, and vendors to ensure the health of the North Carolina auto and property insurance markets. As a subject matter expert, the primary duties of the position include facilitating the development, filing, and implementation of rates, rules, forms and procedures on behalf of the insurance industry in North Carolina.

Requirements:

- Analytical Thinking: Strong analytical, critical thinking, and problem-solving skills
- Communication: Solid written and verbal communication skills
- Customer Focus: Excellent listener with customer service orientation
- Decisiveness: Ability to exercise sound judgement
- Dependability: Ability to work both independently and as a team member to meet deliverables
- Experience: A bachelor's degree and five (5) years of experience in personal lines insurance or in lieu of a degree, eight (8) years of relevant experience such as: an underwriter, inspector, premium auditor, regulatory compliance or producer

Responsibilities:

- Subject Matter Expert: As the trusted expert, you'll provide advanced technical consultation, and subject matter expertise, supporting both internal and external stakeholders. This position deals with carrier committees, regulators, legal counsel, and vendors as the go-to person for rate filing information or state-specific rules on classifications and endorsements.
- Data Analysis: As the point of contact for carrier data submissions, you will look for anomalies and work with carriers to ensure accuracy.
- Collaboration and Coordination: You'll collaborate closely with internal stakeholders. Through your project plans and timelines, you'll deliver the completion of filings, documentation, and other deliverables.
- Program Management: As a program manager, you will design and implement new and revised forms, endorsements, manuals, and procedures in order to meet industry needs.
- Filing Administration: Manage the preparation of memorandums and exhibits for all personal lines filings presented to the Department of Insurance.
- Education: You will educate member companies and consumers on NCRB products and services available to the industry.

Why Should You Apply?

- **Competitive compensation** with an annual bonus plan.
- **Competitive Benefits package** including medical, dental, vision, disability, 401k and cash balance pension
- Minimum of 4 weeks (pro-rated) **Paid Time Off** plus 12 paid holidays per year
- 37.5-hour **Flexible Work Week** with Friday afternoon off
- **Hybrid Work Environment:** 2 days per week in Raleigh office, 3 days remote

- Committed to **Work/Life Balance** for our employees

We look forward to hearing from you.

Please send your resume to:

HR@NCRB.ORG

The Organizations are equal opportunity employers dedicated to a policy of compliance with all federal, state and local laws regarding nondiscrimination in employment. Applicants are considered for all positions without regard to race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, or related medical condition), gender (including gender identity and expression), sexual orientation, citizenship/alienage status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), arrest or conviction record, or any other status or protected characteristic protected by law. In addition, this Organization does not discriminate on the basis of physical or mental disability where the essential functions of the job, as reasonably accommodated, do not require such distinction.
